

## DEPUTY POLICE CHIEF

### DEFINITION

To plan, supervise and coordinate Community Policing and Problem Solving activities for the City; directs activities of the Operations Division and the Special Operations Divisions; perform highly responsible administrative and technical staff assistance; and perform the duties of the Chief of Police when assigned.

### SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Chief of Police.

Responsibilities include direct supervision of sworn and civilian personnel. Assignments may also require indirect supervision of sworn, civilian and volunteer personnel.

### EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Provide leadership for the organization.
2. Actively practice and support the principles of the police department as stated in the "Mission Statement," and ensure that other members of the department adhere to these principles.
3. Assist in the development of goals, objectives, policies, procedures, priorities and ensure that they are carried out.
4. Assist in the preparation and administration of the department budget.
5. Periodically review operating procedures and make recommendations for improvement.
6. Supervise, train and evaluate assigned staff.
7. Develop and implement departmental goals pertaining to Community Oriented Policing and Problem Solving.
8. Assist in the development of department strategic and long range planning.
9. Serve as acting Chief of Police when assigned.
10. Oversee the development of partnerships with neighborhoods and the business community; and the development of strategies to abate problems.

11. Oversee the problem solving efforts and resource allocation for the Operations Division and the Special Operations Division.
12. Collaborate with other City departments, public agencies, private groups and volunteer groups as resources in problem solving efforts.
13. Perform liaison duties with business, community groups and other agencies such as the Hayward Unified School District, YMCA, California State University-Hayward, Chabot College, Hayward Chamber of Commerce, Southland Shopping Mall, Hayward Area Recreational District, etc.
14. Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge, Abilities and Skills

- A. Knowledge of modern police principles, methods, practices and techniques with particular emphasis in activities related to Community Oriented Policing and Problem Solving.
- B. Knowledge of pertinent Federal, State and local laws and ordinances.
- C. Knowledge of departmental rules and regulations.
- D. Knowledge of methods and practices of police administration.
- E. Knowledge of functions and objectives of Federal, State and local law enforcement agencies.
- F. Knowledge of principles and practices of organization, administration, budget and personnel management.
- G. Ability to plan, organize, and coordinate the work of subordinate personnel.
- H. Ability to work with the community and apply the principles of Community Oriented Policing and Problem Solving.
- I. Ability to analyze complex problems and develop strategies for problem solving.
- J. Ability to communicate clearly and concisely, orally and in writing.
- K. Ability to properly interpret and make decisions in accordance with laws, regulations and

policies.

- L. Ability to supervise, train and evaluate assigned staff.
- M. Possession of personal characteristics of truthfulness, persuasiveness, tact and patience, leadership qualities, good judgment and the ability to make sound decisions.

#### Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Six years of current increasingly responsible experience in municipal police work, including at least three years in a middle management capacity at the rank of Police Lieutenant.

##### Education:

Equivalent to a Bachelor's degree from an accredited college or university with major study in police science, public or business administration or a related field.

#### License or Certificate

Possession of a valid Class C Driver License.

#### Probationary Period

One year